

**Monadnock Regional Coordinating Council
For Community Transportation**

AGENDA

**August 15, 2023
9:00 a.m.**

**Southwest Region Planning Commission
37 Ashuelot Street, Keene, NH**

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|-------|---------------------------------------------------------------|--------------|
| I. | Welcome | (9:00 a.m.) |
| II. | Minutes of June 20, 2023 | (9:05 a.m.) |
| III. | Treasurer's Report | (9:10 a.m.) |
| IV. | Transportation Equity Project Proposal
Keene Senior Center | (9:20 a.m.) |
| V. | Volunteer Driver Program Study Results/Next Steps | (9:35 a.m.) |
| VI. | Transit System Operating Model Project Launch | (9:55 a.m.) |
| VII. | Partner Updates | (10:15 a.m.) |
| VIII. | Next Meeting | (10:25 a.m.) |
| IX. | Adjourn | (10:30 a.m.) |

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Minutes

June 20, 2023

Present: Ellen Avery, Chair, *Community Volunteer Transportation Corporation (CTVC)*; Charlie Pratt, Vice Chair, *Home Healthcare, Hospice & Community Services (HCS)*; Suzanne Bansley, Treasurer, *Cheshire County*; Erika Alusic-Bingham, *Southern New Hampshire Services (SNHS)*; Frank Dobisky, *Thomas Transportation (TT)*; Sally Malay, *Keene Housing Kids Collaborative (KHKC)*; David Meader, *Citizen, Keene*; Jennifer Robinson, *Cheshire County*; Lisa Steadman, *Liberty Mutual*.

SWRPC Staff Present: Terry Johnson, *Senior Project Manager*; Rich Clough, *Office Support Specialist*.

Guests: Teri Palmer, *NH Statewide Mobility Manager*.

I. Welcome

Chair Avery called the meeting to order at 9:04 a.m. and introductions were made.

II. Approval of May 16, 2023 Minutes

Motion: To approve the minutes of May 16, 2023.

Motion by Frank Dobisky, seconded by Charlie Pratt. Approved by unanimous vote.

III. Treasurer's Report

Suzanne Bansley provided the treasurer's report which showed unallocated funds that were available for reallocation for the period June 1, 2023 to May 30, 2024. She noted that this is a starting budget and that the MRCC could always vote on revisions in response to actual expenditures. In the discussion that followed, MRCC members confirmed the continuation of previously approved program funding and the availability of funds for additional projects that may be brought before the MRCC in the future. Terry Johnson noted that although there were one or two projects in their formative stages, there were none currently developed enough to be voted on by the MRCC. Suzanne Bansley reminded the MRCC that the budget was spread over two years but Cheshire County was required to de-obligate unspent funds annually which is why the MRCC is considering reallocation of the funds at this time.

Motion: To reallocate \$165,645.15 in remaining NHDHHS funds for the period June 1, 2023 to May 30, 2024 as follows: \$25,215 for Tuesday Shopping Trips, \$26,000 for CVTC Advancement Assistant, \$60,000 for KHKC Youth Transport, \$18,801 for Rt10 Shopping Trips, and \$35,629.15 reserved for additional projects.

Motion by Lisa Steadman, seconded by David Meader. Approved unanimously by a roll call vote: Erika Alusic-Bingham, Suzanne Bansley, David Meader, Lisa Steadman, and Jennifer Robinson in favor, none opposed, with Ellen Avery, Frank Dobisky, Sally Malay, and Charlie Pratt abstaining.

IV. MRCC Officers Slate

Chair Avery stated that she was stepping down as chair after two terms and that a new slate of officers was ready for MRCC's consideration. The proposed slate is:

Chair Frank Dobisky, Thomas Transportation
Vice Chair Charlie Pratt, Home Healthcare, Hospice & Community Services
Treasurer Jennifer Robinson, Cheshire County
Secretary Mary Jensen, Keene Senior Center

Motion: To approve the MRCC slate of officers who will serve for a two-year period beginning July 1, 2023 and ending June 30, 2025.

Motion by David Meader, seconded by Erika Alusic-Bingham. Approved by unanimous vote.

Terry Johnson thanked Ellen Avery on behalf of the MRCC and SWRPC which was seconded by those in attendance.

V. Federal Transit Administration Title VI Plan

Terry Johnson stated that to remain compliant with federal guidelines, SWRPC had updated its Federal Transit Administration Title VI Program protocols and the document is ready for review and adoption by the Council.

Motion: To approve Southwest Region Planning Commission's Federal Transit Administration Title VI Program for the three-year period ending on June 20, 2026.

Motion by Frank Dobisky, seconded by Lisa Steadman. Approved by unanimous vote.

Chair Avery signed the verification of the vote.

VI. Transportation Equity Project Proposals

Terry Johnson reported that there is \$35,000 available for new projects with only one project proposal in development from Keene Senior Center (KSC). KSC is requesting \$8,850 which would fund promotional materials and a one-year part-time position. The purpose of the project is to conduct an outreach campaign aimed at increasing Cheshire Village at Home (CVAH) membership and recruiting volunteer drivers. CVAH is a program of KSC. CVAH typically recruits drivers from within their membership. He noted that there are still elements of the proposal that need to be confirmed and the completed proposal can be distributed to the MRCC before the next meeting for consideration. Chair Avery suggested that the proposal be tabled this month so that the supporting information can be sent out for an upcoming meeting. In the discussion that followed, it was noted that although CVTC and CVAH service areas overlap, there are differences in scopes of services and times of operation.

Erika Alusic-Bingham stated that she has a potential project to bring before the MRCC on behalf of SNHS, but is awaiting an update on Transportation Equity funding status. Teri Palmer encouraged Erika Alusic-Bingham to bring the proposal forward to draw attention to the need, regardless of the ultimate disposition of the application. Erika Alusic-Bingham also mentioned inquiries by for-profit micro-businesses interested in providing transportation. Teri Palmer noted that, due to funding restrictions, the MRCC would be unable to fund those projects. Terry Johnson stated that other sources of funding and support may be available. He gave an example of the Hannah Grimes Center which participates in the Community Development Block Grant Microenterprise program.

Sally Malay reported that she had an anomaly where KHKC needed to provide a single ride once a week during the summer. She asked if it is necessary to do an additional service agreement with a provider. In discussion, several potential options were suggested. Lisa Steadman asked about the status of the

microtransit study and implementation. Terry Johnson reported that the study has been completed and that a follow up project is scheduled to begin in July and will involve the identification of an operating and governance model for implementing the recommendations from the microtransit and fixed-route transit feasibility study.

VII. Partner Updates

Chair Avery reported that CVTC had logged 13,332 miles in May, well over its average of 10,000 miles per month. Terry Johnson asked if there were any factors that contributed to the increase. Chair Avery noted that CVTC has more drivers which has increased capacity. She stated that there are currently 66 drivers, and that CTVC has regained many drivers lost during the pandemic. CVTC also has trained a new driver every month this year. There was general discussion regarding CTVC and its ability to maintain coverage and recruit more drivers. Chair Avery noted that a new user-friendly website has helped to attract both drivers and riders.

Teri Palmer gave an update of changes to the membership of the State Coordinating Council (SCC) and NH Transit Association (NHTA).

VIII. Mobility Manager Update

Terry Johnson reported on the NHTA-SCC Annual Conference attended by himself, Charlie Pratt, Frank Dobisky, Ellen Avery, and Teri Palmer. Charlie Pratt noted there was good attendance and that he met more people than at previous conferences which he felt led to increased collaboration. Frank Dobisky reported that he felt it was a great forum to share and get a grasp on transportation issues. Chair Avery stated that she felt it was well organized and kept moving. Terry Johnson singled out a panel discussion on the intersection between mobility and health. He said he asked the panel for recommended talking points for making the case to local hospitals to provide funding for community transportation services. One recommendation is to demonstrate the cost of cancelled medical appointments due to lack of transportation. This could be challenging as good data on the reasons for cancellations is not readily available. Frank Dobisky asked if it would be good to get Cheshire Medical Center to have a representative on the MRCC. Teri Palmer noted that transportation projects connected to public health would be a good entry point, but it is necessary to find key people in the medical organizations to partner with. Erika Alusic-Bingham asked if a representative from Monadnock Community Hospital should be invited to the MRCC. Teri Palmer reported that throughout the state, medical organizations are communicating with transit providers on the issue of transportation. She also reported that increased funding for transit is included in the recently passed State budget.

IX. Next Meeting

The next meeting is scheduled for July 18, 2023.

X. Adjourn

Meeting adjourned at 10:26 a.m.

Respectfully submitted,

Rich Clough
Office Support Specialist